

F 74

L 9 L 956

Lowell Historical Society

F 74

.L9

L956

Copy 1

By-Laws

510
H. S. Bacon

1750

21

F74
L9L956

BY-LAWS

of the

Lowell Historical Society

ARTICLE I.

NAME AND PURPOSE.

The Lowell Historical Society is formed for the purpose of collecting and preserving books, manuscripts, records and objects of antiquarian and historical interest; of encouraging the study of local history; of maintaining a library; and of publishing from time to time whatever may illustrate and perpetuate the history of Lowell and adjacent towns.

ARTICLE II.

TITLE TO PROPERTY.

SECTION 1. All books, maps, manuscripts, newspapers, magazines, and pamphlets; all pictures, paintings, and works of art; all relics and other objects of antiquarian and historical interest received by this corporation (excepting such articles as may be loaned to it) shall be received

and held by it upon this trust and confidence, that in the event of its membership being reduced to five, or in the event of its dissolution, such of its personal property as above described shall in either of said events become the property of the City of Lowell, to be by it preserved in its Public Library or other suitable building; provided, however, if said city shall not so accept said property, this corporation may, for the purpose of dissolution, by the vote of three-fourths of its members, assign, transfer, and convey said property so received and held by it to some other historical society in said Lowell, or within the Commonwealth of Massachusetts, by which said property may be preserved for the benefit of the public; and provided, further, that the librarian, by the authorization of the executive committee, may from time to time exchange or sell any duplicate copies of such books, maps, newspapers, magazines, and pamphlets of this Society, which may come into its possession, and any personal property not appropriate to its library or cabinet.

SECT. 2. All books, records, papers, and vouchers, used and received by any officer of this Society in connection with its affairs, shall be and remain the property of the Society, and be delivered to his successor in office.

ARTICLE III.

MEMBERSHIP.

SECTION 1. The Society shall be composed of resident, life, corresponding, and honorary members. Resident and life members only shall be eligible for office, or be entitled to vote, or to take part in the business of the Society.

SECT. 2. Any person, male or female, twenty-one years of age, resident in Lowell or in the adjacent towns of Billerica, Chelmsford, Dracut, Dunstable, Tewksbury, Tyngsborough, or Westford, may become a resident member of this Society.

SECT. 3. Application for membership in this Society shall be made in writing, accompanied with the admission fee, and referred to the executive committee; if approved by a majority of said committee, election shall be by ballot at any meeting of the Society.

SECT. 4. If any person elected a resident member shall neglect for three months, and if any person elected an honorary or corresponding member shall neglect for six months after notification of his election, to accept his membership in writing, such election shall be void.

SECT. 5. All members of The Old Residents' Historical Association of Lowell are hereby declared to be members of this Society, provided

they shall subscribe or assent in writing to these by-laws before July 1, 1902.

ARTICLE IV.

FEES AND DUES.

SECTION 1. Each resident member shall pay two dollars into the treasury at the time of his admission, and two dollars as annual dues on the first day of each July following one year from the date of his admission.

SECT. 2. If such member shall pay into the treasury fifty dollars in addition to his previous payments, he shall thereby become a life member and be thereafter exempted from the payment of annual dues.

SECT. 3. All receipts from life-membership payments shall be invested and held as a fund, and the income only thereof be used for the general purposes of the Society.

ARTICLE V.

WITHDRAWAL FROM MEMBERSHIP.

SECTION 1. Any member may withdraw from the Society at any time, by sending his written resignation to the recording secretary, and paying all dues.

SECT. 2. Any member may be expelled for non-payment of dues, or for any other cause, at any meeting of the Society, upon the recommendation of the executive committee by a three-fourths vote of its members, ten days' notice in writing of such meeting and its purpose having been first given to such member.

ARTICLE VI.

MEETINGS AND QUORUM.

SECTION 1. Regular meetings of the Society shall be held in its rooms on the second Wednesdays of February, May, October and December of each year, at 7.30 o'clock P. M.

SECT. 2. The regular meeting in February of each year shall be the annual meeting of the corporation, for the election of officers and the transaction of any other business which may legally come before it.

SECT. 3. Special meetings of the Society shall be called by the recording secretary, or in case of his absence or inability, by the corresponding secretary, at the request of the president, or of the executive committee, or at the written request of not less than five members of the Society.

SECT. 4. Written or printed notice of all meetings shall be sent by mail by the secretary to all resident and life members of the Society five

days at least before the meeting, which notice shall briefly state the business to come before the meeting.

SECT. 5. Nine members shall constitute a quorum for the transaction of business, but a less number may adjourn.

ARTICLE VII.

ORDER OF BUSINESS.

At all meetings of the Society the order of business shall be as follows, unless otherwise ordered:

First. Reading of the records of the preceding meeting.

Second. The report of the corresponding secretary.

Third. The report of the treasurer.

Fourth. The report of the librarian.

Fifth. The report of the executive committee.

Sixth. The election of members from applicants approved by the executive committee.

Seventh. At the annual meeting, the election of officers and action on matters included in the call for the meeting.

Eighth. At special meetings, action on matters included in call for the meeting.

Ninth. The reading of papers.

Tenth. The unfinished business and the assignments of the last meeting, taken up in their order, and the transaction of other business.

ARTICLE VIII.

OFFICERS.

SECTION 1. The officers of the Society shall be a president, a vice-president, a recording secretary, who shall be the clerk of the corporation, a corresponding secretary, a treasurer, and a librarian, all of whom shall be elected by ballot at the annual meeting, and shall hold their respective offices for one year and until others are elected in their stead.

SECT. 2. The foregoing officers, with six other members to be elected by ballot at the annual meeting for the term of one year, shall constitute the executive committee of the Society. The president shall be the chairman, and the recording secretary shall be the clerk, of the executive committee, and each member of the committee shall be entitled to one vote. The eldest in point of service of said six members of the executive committee shall not be eligible for re-election until the expiration of one year, at least, after the expiration of his term.

SECT. 3. Vacancies in said offices or in the executive committee shall be filled by election by ballot for the unexpired term, at the regular meeting next following the occurrence of such vacancy, or at a special meeting called for that purpose, but vacancies in said offices may be filled

temporarily by the executive committee until such election.

SECT. 4. Immediately after the adoption of these by-laws the above officers and members of the executive committee shall be elected by ballot, and shall hold their respective offices until the annual meeting on the second Wednesday of February, 1903, and until others are elected in their stead.

ARTICLE IX.

THE PRESIDENT.

The president shall be the chief executive officer of the Society. He shall preside at all its meetings and at those of the executive committee, and shall exercise a general supervision of the Society's affairs, subject to the directions of the executive committee.

In the absence of the president the vice-president shall preside.

ARTICLE X.

THE RECORDING SECRETARY.

SECTION 1. The recording secretary, or in case of his absence or inability, the corresponding secretary, shall call all meetings of the Society and of the executive committee as herein provided.

SECT. 2. He shall attend all meetings of the Society and of the executive committee, and shall keep an exact record of the same.

SECT. 3. In the absence of the president and of the vice-president, he shall, if present, call the meeting to order and preside until a president or chairman pro tempore is chosen.

SECT. 4. He shall keep a correct record of the names and addresses of all members, alphabetically arranged, in a book kept for that purpose.

ARTICLE XI.

THE CORRESPONDING SECRETARY.

SECTION 1. The corresponding secretary shall notify all persons of their election as members, and send to each a copy of the by-laws.

SECT. 2. He shall conduct all correspondence of the Society not otherwise provided for, and shall preserve all letters received and copies of all letters sent.

SECT. 3. He shall read at every regular meeting the communications he has received since the last meeting.

ARTICLE XII.

THE TREASURER.

SECTION 1. The treasurer shall collect and receive all money due to the Society, and be the custodian of its funds. He shall pay all bills which have been first approved in writing by the executive committee, and shall keep full and

regular books of account which with his vouchers and invested funds, shall at all times be open to the inspection of the executive committee. At the annual meeting he shall submit a written report of all his doings for the preceding year and of the financial condition of the Society, but no report of the treasurer shall be received which has not been approved by the auditor appointed by the executive committee.

SECT. 2. When required to do so, he shall give bonds to the satisfaction of the executive committee for the faithful performance of the duties of his office.

ARTICLE XIII.

THE LIBRARIAN.

SECTION 1. The librarian shall have charge of all the property of this Society mentioned, described, and referred to in article second of these by-laws.

SECT. 2. He shall properly arrange and keep said property in such place as may be designated by the executive committee, and shall cause a catalogue thereof to be made, which he shall revise and correct from time to time as occasion demands.

SECT. 3. No book or other article in the custody of the librarian shall under any circumstances be

loaned or removed from the rooms of the Society, and he shall be held accountable for the safe keeping of the property in his custody.

SECT. 4. He shall acknowledge every gift which may be made to the Society for its library or cabinets, and shall at all times do whatever is in his power to increase and preserve the collections in his care.

SECT. 5. At the regular meetings he shall report all accessions made to the property in his charge since the last meeting, and shall report at the annual meeting upon the condition and needs of the library, and shall furnish a detailed list of all gifts received during the year and the names of the donors.

SECT. 6. He may have an assistant, appointed by the executive committee, who shall aid him and the other officers of the Society in the performance of their duties, who shall receive such compensation therefor as the executive committee may determine.

ARTICLE XIV.

THE EXECUTIVE COMMITTEE.

SECTION 1. The executive committee shall superintend and conduct the prudential and executive business of the corporation; establish rules for the transaction of their own business; receive

and report to the Society all applications, resignations, and forfeitures, with a statement of their recommendations thereon; provide all printed forms and books of record; appoint such subordinate officers or agents as they deem necessary; make all rules and regulations for the use of the library and rooms of the Society; and see that the by-laws are complied with.

SECT. 2. They may annually upon organization, appoint for a term not exceeding their year of office, and prescribe the functions of, such committees of their number, or of the members of the Society, as they may deem expedient to facilitate the administration of the Society's affairs. They shall so appoint a finance committee; a committee of the library; and a committee of membership.

SECT. 3. They shall report at every meeting of the Society, such business as they may deem it advisable to present, and at every annual meeting they shall present a detailed report of the affairs and condition of the Society since the last annual meeting.

SECT. 4. They shall keep exact records of all their meetings, which shall always be open to the inspection of any member of the Society.

SECT. 5. At all meetings of the executive committee, five members shall constitute a quorum

for the transaction of business, but a less number may adjourn.

ARTICLE XV.

THE CORPORATE SEAL.

The seal of the corporation shall be a circle with the words "Lowell Historical Society" enclosing the words "Incorporated 1902," and may be impressed upon any instrument by the proper officer of the Society. It shall be in the custody of the recording secretary.

ARTICLE XVI.

AMENDMENTS.

SECTION 1. No alteration shall be made in article two of these by-laws.

SECT. 2. Any other article of the by-laws may be altered, amended, or repealed, at any meeting of the Society by vote of two-thirds of its members present and voting; provided, a written recommendation of such change, signed by at least five members, shall have been given at a previous meeting, and entered on the records, and the proposed alteration, amendment, or repeal, is inserted in the call for the meeting.

Commonwealth of Massachusetts.

Be it known, *that whereas Solon W. Stevens, Albert L. Bacheller, Horace S. Bacon, Frederick Lawton, Charles A. Stott, Jacob B. Currier, Alexander G. Cumnock, Alfred P. Sawyer, John A. Bailey, Samuel P. Hadley, Charles Cowley, Edward Ellingwood, James W. Bennett, and Greenleaf C. Brock, have associated themselves with the intention of forming a corporation under the name of the*

Lowell Historical Society,

for the purpose of collecting and preserving books, manuscripts, records, and objects of antiquarian and historical interest; of encouraging the study of local history; of maintaining a library; and of publishing from time to time whatever may illustrate and perpetuate the history of Lowell and adjacent towns.

And have complied with the provisions of the statutes of this Commonwealth in such case made and provided, as appears from the certificate of the proper officers of said corporation, duly approved by the Commissioners of Corporations, and recorded in this office.

Now, therefore, I, William M. Olin, Secretary of the Commonwealth of Massachusetts, do hereby certify that said Solon W. Stevens, Albert L. Bacheller, Horace S. Bacon, Frederick Lawton, Charles A. Stott, Jacob B. Currier, Alexander G. Cumnock, Alfred P. Sawyer, John A. Bailey, Samuel P. Hadley, Charles Cowley, Edward Ellingwood, James W. Bennett, and Greenleaf C. Brock, their associates and successors, are legally organized and established as, and are hereby made, an existing corporation under the name of the

LOWELL HISTORICAL SOCIETY,

with the powers, rights, and privileges, and subject to the limitations, duties, and restrictions which by law appertain thereto.

Witness my official signature
hereunto subscribed, and the
seal of the Commonwealth of
Massachusetts hereunto af-
fixed, this twenty-first day
of May, in the year of our
Lord one thousand nine hun-
dred and two.

[Seal of the
Commonwealth]

WM. M. OLIN,
Secretary of the Commonwealth.

LIBRARY OF CONGRESS



0 014 077 609 9

